

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 220

Alexandria, VA

1 April 2005

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 April 2005 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

STEPHEN W. ROCHON
RADM
Director of Personnel Management

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

SAMUEL P. DE BOW, JR.
RADM, NOAA
Director, NOAA Corps

CHARLENE M. BRADLEY
Assistant Deputy for
Force Management Integration

CRISTINA V. BEATO
RADM, USPHS
Acting Assistant Secretary for Health
and Human Services

This change includes all material written in MAP Items 47-04(E); 55-04(E) through 57-04(E) and 59-04(E) and military editorials U05001 and U05003 through U05010. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 219 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 220:

U2600; U4173; U4175-B; U7150; Appendix E, Part II. Implements POC mileage rates in calendar year 2005.

U3130-F; U5207-B2. Replaces the phrase “U.S. Registry Ship Use” with “Use of Ships of U.S. Registry”.

U4325; U4326. Provides that a rest stop en route or a rest period at the TDY destination may be authorized only in connection with travel to the TDY location.

U4510-A. Deletes the term “Group Travel”, which is no longer used.

U5203-A2. Clarifies the only places from which a member may move dependents during PCS if they did not move when first authorized travel under that PCS order.

U5242; U7551. Makes language in the JFTR consistent for attendant and escort.

U5340. Explains that the member/employee is responsible for excess charges that accrue when the member/employee or member/employee's agent is not available for an agreed upon HHG pickup/delivery.

U9101-A. Corrects that TLA and OHA may be paid on the same day.

Appendix A. Changes the definition of "Dependent" by adding a note that cites pertinent GSBCA/CG decisions, including quotes from those decisions dealing with common law marriage.

Appendix L. Changes level for authorizing and approving reimbursements for travel expenses on an actual expense basis.

Appendix O. Corrects "National Imagery & Mapping Agency (NIMA)" to read "National Geospatial-Intelligence Agency (NGA)"

Appendix Q. Adds a separate table for tour lengths for NOAA for Alaska, American Samoa, Antarctica, Learmonth, Australia, France, Hawai'i and Switzerland to Appendix Q.

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JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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PART H: MILEAGE & MALT RATES***U2600 TDY & LOCAL TRAVEL**

Effective for travel performed on or after 4 February 2005 the mileage rates for local and TDY travel are:

POC	Rate Per Mile
Airplane	\$1.07
Automobile	\$0.405
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Government automobile when procuring a Government auto for the member's use is advantageous to the Government	\$0.285
<i>Effective 1 November 2004</i>	
POC use instead of a Government automobile when a Government automobile has been procured and is available for member's use but member elects to use a POC (partial reimbursement)	\$0.105

NOTE 1: Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis. See par. U3305-C.

NOTE 2: See par. U3345 on POC use instead of Government auto. Government automobile advantageous rates consist of:

- (a)*** \$.285 per mile (fixed cost \$0.18 and variable cost \$.105 to procure and use a Government automobile) if use of the Government vehicle is advantageous to the Government but one has NOT been procured for the member's use.
- (b)*** \$.105 per mile (variable cost when an available Government automobile is used) when a Government vehicle is directed, has been procured, is available for the member's use and the member elects to use a POC.

U2605 PCS TRAVEL

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which MALT may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); and
2. The number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) are:

Number of Authorized Travelers	Rate Per Mile
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

Effective 1 October 2004

NOTE 1: *Regardless of the type of POC used (except as described in par. U2615), these are the PCS travel Monetary Allowance in Lieu of Transportation (MALT) rates. See par. U2020 for official distance determination.*

NOTE 2: *See par. U5105-B if more than one member travels as an authorized traveler in a POC.*

U2610 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be *Kilometers x .62 miles/km = Miles*.

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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U3135 TRAIN TRANSPORTATION

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U3200

GOVERNMENT CONVEYANCE USE ON TDY

- A. Limited to Official Purposes
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U3210

AERO CLUB AIRCRAFT USE ON TDY

- A. General
- B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

- c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.
- d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.
- e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.
- f. IAW the Federal Travel Regulation (FTR), an airline flight that has only two classes of service (i.e., two 'cabins'), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A member and/or dependent must use the 'least expensive unrestricted coach fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the member and/or dependent must qualify for a first-class seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted fares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted fare in the 'economy' cabin must be used unless the member (and/or the dependent) qualifies for a first-class seat in the front cabin. (See par. U3125-B2a for first-class qualifications.)
- g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

- a. First-class. The officials listed below may authorize/approve first-class air accommodations use by members and their dependents if any of the criteria in par. U3125-B3 are met. (DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003 for DoD members).

Effective 18 January 2005

****(1) Office of the Secretary of Defense and Defense Agencies: Director, Administration and Management, with no further delegation.***

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

Effective 22 September 2004

(6) The Commandant or Vice-Commandant of the Coast Guard (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize or approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

Effective 18 January 2005

*c. Premium Class Authorization/Approval Authorities

	First Class (DoDD 4500.9)	Business Class
OSD and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated no lower than to three-star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four-star major commanders or their three-star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

Effective 16 August 2004

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

a. Lower class accommodations are not reasonably available. “Reasonably available” means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member’s proposed departure time, and scheduled to arrive within 24 hours before the member’s proposed arrival time. “Reasonably available” does not include a scheduled arrival time later than the member’s required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. “Not reasonably available” does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See Par. U2000-A2c for Medical Reasons. First-class may be considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. Examples are:

- (1) A member whose use of other than first-class accommodations would entail danger to the member's life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use first-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

Effective 18 January 2005

*d. When required by the mission. This criterion is exclusively for use in connection with Federal advisory committees and special high-level invited guests. For DoD, the approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director. Business-class should be used if available.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations.

Effective 23 July 2004

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, or http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) One of the preceding criteria also must be met (par. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, or U3125-B3e. The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). (See Chapter 7, Part U.)

Effective 16 August 2004

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. (See Appendix H, Part III, Section C, for business-class decision support tool.) Business-class accommodations may be authorized/approved when:

- a. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When

“space is not available in coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEMLE, and personnel evacuations.) When TDY travel in business-class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy class accommodations use for the return flight. See par. U2000-A2d.

b. *See par. U2000-A2c for medical reasons.*

c. Exceptional security circumstances require such travel. Examples are:

- (1) A member whose use of other than business-class accommodations would entail danger to the member's life or Government property.
- (2) Agents of protective details accompanying individuals authorized to use business-class accommodations.
- (3) Couriers and control officers accompanying controlled pouches or packages.

Effective 18 January 2005

*d. When required by the mission. This criterion is for use in connection with Federal advisory committees and special high-level invited guests. The approval authority is the Director, Administration and Management, Office of the Secretary of Defense, or as delegated by the Director.

Effective 23 July 2004

e. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations.

f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html, or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.

g. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S. flag carrier use.

h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, *and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work.* See NOTE 2 below.

NOTE 1: The “length of flight (14, 20, 30, 40 hours)” in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.

NOTE 2: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Government expense, if:

(a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4d above) only applies en route to the TDY site. Less than business-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.

(4) When use of business-class accommodations is authorized/approved, use of business-class airfares provided under the Contract City Pair Program is mandatory.

j. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). See Chapter 7, Part U.

*Effective 16 August 2004*5. Documentation Requirements. (See Appendix H for document requirements/procedures.)

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by travel order attachment, the reason(s) for the use of premium-class airline accommodations. (*Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4.*) Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and coach-class, must be attached to, or stated on, the travel order and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection) points provide only premium-class accommodations, the member must certify these circumstances on the travel order attachment. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if the:

a. Carrier performs the commercial foreign air transportation required, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a non-certificated air carrier costs less,

(2) Non-certificated air carrier service is preferred by the service/traveler,

(3) Non-certificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.

- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
- (1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) Extend travel time by at least 6 hours or more; or
 - (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
- h. The AO determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***
- k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).
- l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if non-certificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-certificated carrier is available which does not require travel at those hours (the traveler may travel by non-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

n. The traveler’s transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a non-certificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel order and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official’s title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines when:

- (1) U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;
- (2) U.S. flag air carrier service is not available at origin or an interchange point, non-certificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air service between the CONUS or non-foreign OCONUS location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. U3125-C4a when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule I</u>			
Monday/Tuesday/Thursday/Saturday/Sunday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III

Wednesday/Friday/Saturday

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV

Daily (except Saturday)

	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. **Reimbursement.** There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. *If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part, or all, of the trip, the transportation cost on the foreign air carrier is not payable (41 CFR §301-10.143).*

U3130 COMMERCIAL SHIP TRANSPORTATION

A. **General.** Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents travel by car ferry IAW par. U5116-C3. Without authorization/approval, reimbursement for transoceanic ship transportation is based on constructed air transportation costs.

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

NOTE: See par. U2000-A2c for medical reasons.

C. Ship Accommodations. Members and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.

NOTE: See par. U2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations, under the circumstances specified in par. U3130-E, may be authorized/approved in accordance with par. U3125-B2.
2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

Effective 16 August 2004

E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) (See Appendix H for requirements/procedures.) More costly first-class accommodations at Government expense may be authorized/approved only when:

1. Less costly first-class accommodations are not available.
2. See par. U2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.
 - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

*F. Use of Ships of U.S. Registry

1. General. Ships of U.S. registry must be used except as provided in pars. U3130-F2 and U3130-F3 (46 USC §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a ship of U.S. registry cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, 1 May 1978).

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	GENERAL
U4305	ACTUAL TRAVEL TIME
U4325	SCHEDULING TRAVEL A. Schedule B. Early Departure
U4326	TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP A. Starting and Ending Travel B. En Route Rest Stop/Rest Period at TDY Point C. En Route Rest Stop D. Rest Period at the TDY Point before Reporting for Duty E. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC TRAVEL
U4335	SPECIAL CONVEYANCE TRAVEL
U4340	MIXED MODES TRAVEL

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	GOVERNMENT MESS A. Mess Available B. Mess Not Available C. GMR/PMR Documentation

PART F: OCCASIONAL MEALS AND QUARTERS

<u>Paragraph</u>	<u>Contents</u>
U4510	OCCASIONAL MEALS AND QUARTERS A. General B. Computation

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

<u>Paragraph</u>	<u>Contents</u>
U4600	GENERAL
U4605	MEMBER ORDERED ON INDETERMINATE TDY <ul style="list-style-type: none">A. GeneralB. Transportation of Dependents to TDY Station or other LocationC. Return of the Member to the PDSD. PCS Orders Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	GENERAL
U4705	AUTHORIZING/APPROVING TDY HHG TRANSPORTATION
U4710	BASIC ALLOWANCE <ul style="list-style-type: none">A. Shipments in Addition to Authorized TDY Weight AllowanceB. Weight AllowanceC. Shipment of Replacement Items
U4715	LIMITATIONS
U4720	TRANSPORTATION MODES
U4725	FACTORS AFFECTING TDY HHG TRANSPORTATION <ul style="list-style-type: none">A. Weight AllowanceB. Orders Amended, Modified, Canceled or RevokedC. Improper Shipments
U4735	WHEN EXCESS CHARGES ARE INCURRED
U4740	CALLED (OR ORDERED) TO ACTIVE DUTY
U4745	PCS WITH TDY EN ROUTE

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided (see par. U2555-E3).
2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. Furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
 - d. Furnished by the Government at no cost to a member.

Effective 1 October 2003

3. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

Effective 5 August 2004

- a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the ***only method*** of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***
- b. In-flight meals,
- c. Rations furnished by the Government on military aircraft,
- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft, or
- f. Meals provided by private individuals.

Effective 1 October 2003

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals.

Effective 4 February 2005

***U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES**

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

Effective 4 February 2005

D. Examples

EXAMPLE 1			
Per Diem Rate			
Max Lodging	M&IE	Total	
\$57	\$31	\$88	
Actual lodging cost is \$62 per night and Government mess is not available at the TDY point.			
ITINERARY:			
Date	Travel Status	Transportation Mode	Mileage
10 May	Depart PDS	POC	
	Arrive TDY Station		340 miles
11 May	TDY		
12 May	TDY		
13 May	Depart TDY Station	POC	
	Arrive PDS		340 miles
REIMBURSEMENT:			
5/10	75% times \$31 = \$23.25 plus \$57 (\$62 limited to \$57)		\$ 80.25
5/11	\$31 plus \$57		88.00
5/12	\$31 plus \$57		88.00
5/13	75% times \$31		23.25
1 round trip of 680 miles x \$0.405 per mile =			275.40
Total Reimbursement =			\$554.90

EXAMPLE 2		
Per Diem Rate		
Max Lodging	M&IE	Total
\$60	\$31	\$91
A member is TDY to a U.S. Installation. Lodging on the U.S. Installation in Government quarters is \$6 per night. The Government meal rate is directed. Breakfast is not available on the 17 th and the AO approves the increase to the PMR for the 17 th . NOTE: Government mess deductions are never made for arrival and departure days. In this example, a GMR of \$8 is used, and a proportional meal rate (PMR) of \$18 is used.		
ITINERARY:		
Date	Travel Status	
15 March	Depart Residence	
	Arrive U.S. Installation	
16 March	TDY	
17 March	TDY	
18 March	TDY	
19 March	Depart U.S. Installation	
	Arrive Residence	
REIMBURSEMENT:		
Date	Computation	Total
15 March	$(\$31 \text{ (M\&IE)} \times 75 \text{ maximum \%}) + \$6 \text{ (Govt. quarters)} =$	\$ 29.25
16 March	$\$10 \text{ (GMR)} + \$6 =$	16.00
17 March	$(\$18 \text{ (PMR)} + \$6 =$	24.00
18 March	$\$10 + \$6 =$	16.00
19 March	$\$31 \times 75\% =$	<u>23.25</u>
TOTAL		\$ 108.50

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period for personal reasons is authorized the lesser of per diem or AEA:

1. For the actual travel time (*no per diem or AEA while at the PDS*) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. That would have been allowed had the member stayed at the TDY point.

Effective 7 September 2004

NOTE: No allowances are credited for any day the member was in a leave status. However, see par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

Effective 4 February 2005

*B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Check Appendix A (GMR) for the current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$83, lodging is \$52 and M&IE maximum is \$31. Government mess is not available at the TDY point.

In this example the member is due \$1,079.50 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

*REIMBURSEMENT:			
Cost Comparison			
Actual Cost:			
6/23	75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =		\$ 75.25
6/24	\$31 plus \$52		83.00
6/25	\$31 plus \$52		83.00
6/26	\$31 plus \$52		83.00
6/27	75% times \$31		23.25
6/29	75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =		75.25
6/30	\$31 plus \$52 =		83.00
7/1	\$31 plus \$52		83.00
7/2	\$31 plus \$52		83.00
7/3	75% times \$31		23.25
2 round trips of 650 miles = 1300 x \$0.405 per mile =			<u>526.50</u>
Total Reimbursement=			\$1,218.50
Constructed Cost:			
6/23	75% times \$31 = \$23.25 plus \$52 (\$60 limited to \$52) =		\$ 75.25
6/24	\$31 plus \$52 =		83.00
6/25	\$31 plus \$52 =		83.00
6/26	\$31 plus \$52 =		83.00
6/27	\$31 plus \$52 =		83.00
6/28	\$31 plus \$52 =		83.00
6/29	\$31 plus \$52 =		83.00
6/30	\$31 plus \$52 =		83.00
7/1	\$31 plus \$52 =		83.00
7/2	\$31 plus \$52 =		83.00
7/3	75% times % \$31 =		23.25
1 round trip of 650 miles = 650 x \$0.405 per mile =			<u>263.25</u>
Total Reimbursement =			\$1,108.75

EXAMPLE 2

A member performed TDY at a U.S. Installation with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use is directed. Per diem rate is \$91, lodging maximum is \$60 and M&IE rate is \$31. In this example, a GMR of \$8.00 is used.

*REIMBURSEMENT:		
Cost Comparison:		
Actual Cost:		
7/9	75% times \$31 = \$23.25 plus \$6 =	\$ 29.25
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$31 = \$23.25 =	23.25
7/13	75% times \$31 = \$23.25 plus \$6 =	29.25
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$31 = \$23.25 =	23.25
2 round trips of 370 miles = 740 x \$0.405 per mile =		299.70
Total Reimbursement =		\$452.70
Constructed Cost:		
7/9	75% times \$31 = \$23.25 plus \$6 =	\$ 29.25
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$31 = \$23.25 =	23.25
1 round trip of 370 miles = 370 x \$0.405 per mile =		149.85
Total Reimbursement =		\$298.35

In this example the member is due \$298.35.

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is not to exceed what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a per diem rate of \$173 (\$122 for lodging and \$51 for M&IE)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the per diem rate in Location C is \$196 (\$149 for lodging and \$47 M&IE), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the rate for Location B is \$173 (\$122 for lodging and \$51 for M&IE) and the member is being paid per diem that would have been paid (max \$122 for lodging plus \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. ***The member is not authorized any mileage for driving between Locations B and C.***

Example 2: Member TDY from Location X to Base Y (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y bachelor quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79 for lodging and \$43 M&IE), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging plus \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the order. ***The member is not authorized any mileage for driving between Locations Y and Z.***

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110 for lodging and \$51 for M&IE)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$111 (\$70 for lodging and \$43 M&IE), the member is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED
IN <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect and the locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used.*** Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4179 REQUESTING REVIEW OF PER DIEM RATES

When members, commands or AOs think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 and U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Day of Departure from PDS			Abbreviation used: Gov't. = Government GMR = Government meal rate Footnotes: See table # 4 NTE = Not to exceed PMR = Proportional meal rate			
	A	b	C	d	e	f
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't. quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member elected not to occupy available Gov't. quarters.	Traveled overnight – no lodging required	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for Day of Departure from PDS ^{6/}	75% of the M&IE rate for the TDY locality ^{1/} plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus the cost of Gov't. quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus the cost of lodgings occupied NTE cost of available Gov't. quarters. (No reimbursement for lodging tax.)	75% of the M&IE Rate for the destination TDY locality ^{1/}	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. ^{2/, 5/}	75 % of the M&IE rate for TDY locality ^{1/} plus lodging ^{2/, 5/} cost NTE the maximum lodging prescribed for the TDY locality. (The per diem rate authorized under par. U4135 applies to full days at the TDY location.)

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 GENERAL

NOTE: Throughout this paragraph, users must remember that it is **MANDATORY DoD policy to use CTOs for all transportation requirements.**

When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed not to exceed the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders, and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

U4325 SCHEDULING TRAVEL

A. Schedule. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The member's comfort and well being;
- *6. The member being scheduled for departures and arrivals between 0600 and 2400 unless the mission requires travel between 2400 – 0600;
7. Arranging transportation so that the member is scheduled to arrive the day before the TDY actually begins;
8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par U4326-B or U4326-C;
9. Requiring members to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

B. Early Departure. When a member departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the member should be prepared to provide a brief statement of the reason for departing earlier than scheduled under par. U4300, if required by financial regulations.

U4326 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

****NOTE: When scheduling flights of 14 or more hours (see par. U3125-B4i), the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.***

A. Starting and Ending Travel

1. General

- a. The order establishes when travel status starts and ends.
 - b. Ordinarily, a member on official travel is not required to travel during unreasonable hours at night (2400 – 0600).
 - c. When travel is between 2400 – 0600, the only acceptable sleeping accommodations are:
 - (1) Ship staterooms, and
 - (2) Train sleeping cars.
- *NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a member is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties (see pars. U4326-C and U4326-D).***
- d. A member should not be required to use a carrier if using that carrier requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.
 - e. A prudent AO should schedule travel so that lodgings may be provided so the member can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).
 - f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in par. U4326-B and U4326-C.

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 and 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to depart the:

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400 and 0600, or

b. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

Example 1: A member completes official TDY duty on Friday afternoon. The member could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the member from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The member receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the member receives 75% M&IE for Saturday. Any additional delayed days are the member's financial responsibility.

Example 2: A member is required to attend a conference that starts at 0800 on Monday morning. If the member is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the member had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the member's financial responsibility.

*B. En Route Rest Stop/Rest Period at TDY Point. Authorizing/approving an en route rest stop or rest period at a TDY point must be used only when the circumstances warrant. Rest stops must not be 'automatic'. The AO must consider each request for a rest stop en route/rest period at the TDY point individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduled travel and **NOTE 1** in par. U4326 on rest periods. ***Rest stops en route/rest periods at destination may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations. A rest stop en route/rest period at a TDY point may only be authorized when travel is to the TDY site. A rest stop en route may not be authorized for the return flight if the traveler can rest before reporting back to work.***

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the member's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. U4326-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

a. The origin or destination point is OCONUS;

b. Travel is by a usually traveled route;

c. Travel is by less than first/business-class accommodations; and

*d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, **including scheduled non-overnight time spent at airports during plane changes.**

****NOTE: The "length of flight (14-20-30-40 hours)" in and of itself is not sufficient justification to authorize a rest stop en route. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest stop en route for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.***

3. En Route Rest Stop Prohibited. An en route rest stop is prohibited when:

a. Travel is authorized by first- or business-class service:

b. A member chooses to travel by a circuitous route, **for personal convenience**, causing excess travel time.

c. A member takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

a. May be authorized/approved at any intermediate point, and

b. Should be as near to midway in the journey as the authorized carrier scheduling permits, or

c. Scheduled at a point en route at which the carrier permits a free stopover (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the member reports for duty when:

*1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS, **including scheduled non-overnight time spent at airports during plane changes**;

***NOTE:** The “length of flight (14-20-30-40 hours)” in and of itself is not sufficient justification to authorize a rest period at the TDY point. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work. The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify a rest period at the destination for PCS, COT leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation. When using length of flight to justify a rest stop the authorizing/approving official must cause the travel authorization to be clearly annotated as to when the TDY travel was identified and when travel reservations were made.

2. An en route rest stop is not authorized/approved;

3. The member is not authorized first- or business-class service;

4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties). See **NOTE** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a member elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the AO, per diem or AEA for the additional time may be paid if the:

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. Delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. **NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.**

U4340 MIXED MODES TRAVEL

Effective 29 June 2004

When travel is performed between any two points of a separate leg of a journey (par. U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-D or U3310-B.

PART F: OCCASIONAL MEALS AND QUARTERS**U4510 OCCASIONAL MEALS AND QUARTERS*****Effective 2 February 2005***

*A. General. A member is authorized reimbursement for meals and/or quarters under par. U4510-B when the AO determines the member must execute one of the requirements in par. U4510-A1 (see below) **and** is in a status listed in par. U4510-A2 (see below).

1. Requirements

- a. Procure quarters from commercial, Government or non-appropriated fund sources;
- b. Use Government quarters and pay a service charge;
- c. Retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
- d. Procure meals from commercial or non-appropriated funds sources;

2. Status

- a. Par. U4000 (members traveling together under an order directing no/limited reimbursement travel);
- b. Par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- c. Par. U4102-E (TDY at a location near (but outside the limits of) the old or new PDS);
- d. Par. U4102-F (round trips within 12 hours);
- e. Par. U4102-G (members traveling together with no/limited reimbursement);
- f. Pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a ship);
- g. Par. U4102-L (field duty);
- h. Par. U4163 (Essential Unit Messing);
- i. Par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
- j. Par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS);

- k. Par. U7025 (travel incident to application processing);
- l. Par. U7125-D (bed-patient or inpatient);
- m. Par. U7150-A1 (Reserve Component Travel); or
- n. Par. U7150-E2g (lodging and meal expense at a point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation

1. Quarters

- a. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality.
- b. In special/unusual circumstances when the amounts claimed exceed the lodging components of the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters.
- c. When a member is required to procure/retain unoccupied quarters or to procure/retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is in par. U4135.

2. Meals. If the AO determines that a member is required to procure meals, the member is authorized the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC AUTHORIZATION

A. General

1. Members are authorized dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

- a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or
- b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
- c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

Effective 12 January

*2. POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

- a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or
- b. designated place; or
- c. PDS from which the member elected not to move dependents; or
- d. last PDS.

Any interim PCSs, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not authorized dependents' travel and transportation allowances:

1. When a member is:
 - a. A cadet or midshipman;

- b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
 - c. An enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
 - d. Called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
2. When a dependent:
- a. Is a member on active duty on the effective date of the order (see par. U5215-I for travel and transportation allowances when a spouse is no longer on active duty);
 - b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, must not be furnished before a PCS order is issued);
 - c. Is not a dependent on the effective date of the PCS order (see Appendix A) (authorization for allowances in pars. U5215-I and U5240-G is unaffected);
 - d. Receives any other type of Government travel allowances for this travel;
 - e. Is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
 - f. Is a dependent child who is not under the member's legal custody and control on the effective date of the PCS order (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the effective date of the PCS order);
3. For dependents' travel:
- a. Any portion of a journey they are transported by a foreign registered ship or airplane, if U.S. registered ships or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
 - b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
 - c. When transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

- d. For transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
- e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
- f. To an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. To CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
- i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before Orders Issued. A member authorized dependents' travel and transportation allowances is authorized the allowances in par. U5203-A for dependents' travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS AO or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

D. Time Limitation. Unless otherwise prescribed in this Volume, a member's authorization for dependent travel and transportation allowances may be used any time while the order remains in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Effective 24 February 2004

U5205 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:
 - a. The member has committed a dependent-abuse offense against a dependent of the member;

- b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; *and*
 - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependents, *and*
 - b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are dependents of the member:
 - a. Dependents/acquired dependents as defined in Appendix A; and
 - b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.
2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.
2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent(s) instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.

2. Maximum use should be made of Government air transportation.
3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
- *2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required use of ships of U.S. registry.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

Effective 19 March 2004

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 years or older; and
2. One-half for each dependent under age 12 years.

NOTE: When more than one POC is used as provided for in par. U5015-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanying the member. (See par. U5210-C for dependents 'not' accompanying the member.) A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is authorized per diem for these dependents as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

Effective 1 October 2004

D. Examples

EXAMPLE 1

The CONUS Standard per diem rate used in this example may not be current. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. U2025 for the current CONUS Standard per diem rate.

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep:	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4-year old child travel PCS.
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.
 CONUS Standard per diem = \$91.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ (\$91 + 64.40 + 43) =	\$397.00
8/03	\$110 + \$42 = (member)	152.00
	(75% x \$152) + (50% x \$152) = (dependents)	190.00
8/04	75% x \$60 =	45.00
	(75% x \$45) + (50% x \$45) =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		20.00
Total Reimbursement =		\$974.25

EXAMPLE 2

The CONUS Standard per diem rate used in this example may not be current. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> or par. U2025 for the current CONUS Standard per diem rate.

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep:	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.
2. Time. Authorization for dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.
3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:
 - a. Dead; or
 - b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
 - c. Absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

- a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.
 - b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.
3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under par. U5241.

Effective 01 November 2004

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. The deceased member's surviving spouse (including a remarried surviving spouse);
- b. Children who are unmarried and
 - (1) Under age 21;
 - (2) Under age 23 and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
- c. The parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);
- d. If no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then
 - (1) The person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are coming led and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
 - (2) Up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

*2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

*a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

*b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. Not to exceed 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation-in-kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement

is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-B incurred incident to travel under this paragraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

- (1) An interment of casketed or cremated remains;
- (2) A placement of cremated remains in a columbarium;
- (3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and
- (4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242-B1, eligible family members of the deceased member of the armed forces include the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section 37 USC §401(b)(1) (see **NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see **NOTE 1** below),
- d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

Effective 4 February 2005

U5340 EXCESS CHARGES

****NOTE: The Government may pay the total cost for the transportation and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.***

***A. General**

1. Transportation. The member is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG (See Appendix A, definition of Household Goods);
 - d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
 - e. Special services requested by the member, i.e., the cost of increased valuation liability; and
 - f. Transportation related costs that are incurred by the Government due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DoD 4500.9-R (DTR, Part IV), Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.*
2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

*2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

- (1) Inactive duty training at the:
 - (a) Training duty station,
 - (b) Drill site,
 - (c) City/town where the assigned unit is located, or in the
 - (d) Local area of assigned unit or home, or
- (2) Travel between home and the:
 - (a) Assigned unit,
 - (b) Place of attendance at unit training assemblies, or
 - (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, or
- (3) City/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Effective 4 February 2005

Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.405 = \8.10 .

Example 2: A member's home is St. Louis, MO, and the assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Ronald Reagan National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area. The member flies to Ronald Reagan National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) $@ \$0.405 = \6.48 .

3. Travel from Home/Assigned Unit to TDY Station

- a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.
- b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

- a. Authorization. A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.
- b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

*5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

- a. Authorization. *A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*
- b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance *from the assigned unit* to the alternate site less distance from home to assigned unit.

Effective 4 February 2005

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.405 = \$5.67.

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS**U7550 DEFINITIONS OF TERMS USED IN THIS PART**

A. Escort. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Attendant. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility. A competent medical authority appoints an attendant.

U7551 GENERAL

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances, for:

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;
2. Member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;
3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
5. Member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. Member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients);

*7. A member, employee, or other person to authorized to accompany dependent(s), authorized transportation to attend a member's burial ceremony (see par. U5242) as an escort or attendant; or

8. A member, employee, or other person to accompany a dependent incapable of traveling alone as an attendant when the dependent is transferred to a STS facility in accordance with par. U7950.

Escort or attendant travel is authorized only when the AO determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. *A travel order/authorization for escort or attendant travel must cite this paragraph as authority.* For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the allowances in TDY regulations issued by the employee's agency or department. Allowances for DoD civilian employee attendants or escorts under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8 are in the Joint Travel Regulations, Volume 2, par. C6150 or C6151.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued an ITA or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is authorized the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

U9100 GENERAL

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the U.S. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing the:

1. Rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. Member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA START/STOP

Effective 4 February 2005

*A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive prior to their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. Without dependents is authorized to MALT PLUS per diem; or
2. With dependents is authorized to MALT PLUS per diem.

B. Stop. Unless:

1. An extension is authorized under par. U9101-C, or

2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. Day before the member departs in compliance with a PCS order,
2. Homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. Day the last dependent departs if the dependent departs within the 60-day period after the effective date of a PCS order or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Services may use their Secretarial processes to authorize OHA continuation beyond the 60-day period authorized in par. U9101-B. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

*DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

- 1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;***
- 2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);***
- 3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.***

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception ***NOTES*** above.)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after the effective date of the PCS order when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations.***;
8. For transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
- a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
 - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See par. U5900-E.);
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
- a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
 - (1) Has not attained age 21, or
 - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or
 - (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
 - b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
 - c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
 - d. is not a dependent of a member under any other paragraph.

12. *Whether an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted in accordance with state law.

(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. 260403-F3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855
- b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055
- c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000
- d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143
- e. NOAA
Director, Commissioned Personnel Center
1315 East West Highway, Room 12100
Silver Spring, MD 20910-3282

- f. USCG
Commandant (G-WPM-2)
U. S. Coast Guard
2100 Second Street, S.W.
Washington, DC 20593-0001

- g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Operations
Division of Commissioned Corps Officer Support
ATTN: DEERS
1101 Wootton Parkway, Suite 100
Rockville, MD 20852-1060

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at:

<http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBCA 15382-RELO, 20 December 2000 available at:

<http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBCA 15207-RELO, 19 May 2000 available at:

<http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBCA 14673-RELO, 9 December 1998 available at:

<http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBCA 14122-RELO, 16 March 1998 available at:

<http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

Effective 18 June 2004

DEPENDENT, COMMAND-SPONSORED. (Also see **DEPENDENT**) Dependent(s) residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS.

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. See Appendix Q.

Effective 18 June 2004

DESIGNATED PLACE. Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.

NOTE 2: For the definition of "designated place" as used in Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "Government Meal Rate" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
 - a. Appointment to regular Service from civilian life or a reserve component;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the ship or mobile unit to which the member is assigned;
3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;

- b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- c. Release from active duty;
- d. discharge, resignation, or separation, all under honorable conditions; or
- e. Temporary disability retirement.

EARLY RETURN OF DEPENDENTS. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member’s command, prior to the issuance of a Permanent Change of Station (PCS) order.

EFFECTIVE DATE OF PCS ORDER.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)
2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member’s home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

NOTE: The following are examples of computing the effective date of orders:

EXAMPLE 1

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

EXAMPLE 2

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or

3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. See *NON-TEMPORARY STORAGE*.

FAMILY. See *DEPENDENT*.

FEDERAL TRAVEL REGULATION. Regulation contained in title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate).***, or
2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

FIRST-CLASS. The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S.; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the member.

GOVERNMENT-CONTROLLED QUARTERS. Quarters, other than Government or privatized quarters, under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Government controls occupancy.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE:*** A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

3. Leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 January 2005

1. Discount Government Meal Rate: \$7.55 per day
2. Standard Government Meal Rate: \$8.90 per day

NOTE: Also see **DISCOUNT GOVERNMENT MEAL RATE.**

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation other than privatized housing, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations; and
7. Family-type housing owned or leased by the U.S. Government (does **not** include privatized housing).

NOTE 1: Government quarters include guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards for DoD Services are prescribed by the Office, Secretary of Defense in DoD 4165.63-M, DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate Service regulations. For non-DoD Services, see Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (Also see **GOVERNMENT CONVEYANCE.**)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.***

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the effective date of the order but before entering an IPCOT may be shipped when par. U5370-11b or U5370-12 applies.*

1. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
 - b. Spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;
 - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);

- d. Consumable goods for members ordered to locations listed in Appendix F;
 - e. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles and their associated trailers);
 - f. Boats; and
 - g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
2. HHG *do not* include:
- a. Personal baggage when carried free on commercial transportation;
 - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
 - c. Live animals including birds, fish and reptiles;
 - d. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:
 - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
 - e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
 - f. HHG for resale, disposal or commercial use;
 - g. Privately owned live ammunition (B-130583, 8 May 1957);
 - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.
3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

- (1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
- (2) No storage is required, and
- (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for members of a Reserve Component by the Secretary concerned, or
 - b. Special additional duty authorized for members of a Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by members of the National Guard, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel of individuals:

- a. Not employed by the Government,
- b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. Serving without pay or at \$1 a year

Effective 18 January 2005

*when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item A2m of this paragraph for spouse invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
- c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; ***(ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976))***;
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
- e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. When an individual is an attendant for a/an:

(1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

(2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;

Effective 18 January 2005

*m. Travel is for a family member and all pertinent conditions in items (1) through (5) are met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

***PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing agent has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

Effective 4 February 2005

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.405 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L, for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M, for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>. Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

Effective 16 August 2004

PART II

SECTION C

FIRST-CLASS DECISION SUPPORT TOOL

Effective March 1, 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

No - *First-class accommodations must not be authorized/approved.*

Yes - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

Yes - Would traveler arrive later than the *required* reporting time at the duty site?

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - *First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.*

No - First-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

No - Would the traveler be *required* to depart earlier than the traveler is scheduled to complete duty?

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - *First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.*

No - First-class *may* be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

No - *First-class accommodations must not be authorized/approved.*

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

No - First-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler's requirements?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

No - First-class accommodations must not be authorized/approved.

Yes - Would use of other than first-class accommodations entail danger to the traveler's life or Government property?

Yes - First-class accommodations *may* be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - First-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-or business-class?

Yes - First-class accommodations must not be authorized/approved.

No - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005

***Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

No - First-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - First-class accommodations must not be authorized/approved.

Effective 18 January 2005

****Yes - First-class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

No - First-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

No - First-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - First-class accommodations must not be authorized/approved.

Yes - First-class accommodations *may* be authorized/approved.

Effective 16 August 2004

PART III

SECTION B

BUSINESS-CLASS DECISION SUPPORT TOOL

Effective March 1, 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the mission so urgent that it cannot be postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.

No - Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

Yes - Business-class accommodations must not be authorized/approved.

No - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

No - Business-class accommodations must not be authorized/approved.

Yes - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

Yes - Business-class accommodations **may** be authorized/approved.

No - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

Yes - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations **may** be authorized/approved.

No - Are travelers, couriers or control officers accompanying controlled pouches or packages?

No - Business-class accommodations must not be authorized/approved.

Yes - Can adequate security of the pouch or package be maintained in coach-class?

Yes - Business-class accommodations must not be authorized/approved.

No - Business-class accommodations **may** be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

No - Business-class accommodations must not be authorized/approved.

Effective 18 January 2005

Yes - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the traveler a high-level invited guest?

No - Business-class accommodations must not be authorized/approved.

Effective 18 January 2005

Yes - First-class accommodations **may** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

No – Business-class accommodations must not be authorized/approved.

Yes - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the non-Federal source want the traveler to use business-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Have the transportation services been paid in advance by a non-federal source?

No - Business-class accommodations must not be authorized/approved.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

No - Business-class accommodations must not be authorized/approved.

Yes - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No – Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations?

No - Business-class accommodations must not be authorized/approved.

Yes - Is there an actual cost-comparison showing the overall savings details?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the aircraft have more than two cabins?

No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.

Yes - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

No - Business-class accommodations must not be authorized/approved.

Yes - Does the traveler have to begin work immediately after arrival?

No - Business-class accommodations must not be authorized/approved.

Yes - Can a rest period be scheduled en route or at the TDY site before starting work?

Yes - Business-class accommodations must not be authorized/approved.

No - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

No - Business-class accommodations must not be authorized/approved.

Yes - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

Yes - Business-class accommodations for these types travel must not be authorized/approved.

No - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFs.***

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

Effective 20 May 2004

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/Commands or their designees.

Effective 1 February 2005

*5. Air Force

- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only);
- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);
- c. HQ USAF. AOs;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.
7. National Oceanic and Atmospheric Administration Corps. AO.
8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
9. Combatant Commands
 - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
 - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
 - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91st Avenue, Miami, FL 331721216; and
 - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
10. Special Operation Commands
 - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
- e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
- f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOFJCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
- h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
- j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: soccomp@soccent.centcom.mil; and
- k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

Effective 1 February 2005

*2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11th Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

This authority must not be further delegated.

3. Navy

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
 - e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
 - f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
 - g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
 - h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCSOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;
 - j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and
 - k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands
 Chairman/Vice Chairman, Joint Chiefs of Staff,
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
 Chief/Vice Chief of Naval Operations,
 Commandant/Assistant Commandant, U.S. Marine Corps,
 Commandant/Vice Commandant, U.S. Coast Guard,
 Director, NOAA Corps,
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service,
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

APPENDIX M

**STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES
AND
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES**

(see *<http://141.116.74.201/cola/appm/appm.pdf>*)

DoD Component	Organization/Location	Effective Date
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO <i>Discontinued</i>	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
*National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified allowances was pending but never issued.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

APPENDIX Q
OVERSEAS TOUR LENGTHS

TABLE 1 - DoD

Effective 7 December 2004

Tour lengths are established IAW DoDI 1315.7, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. **Do not submit tour length changes to PDTATAC.**

The following are overseas tour lengths *for members of the DoD Services only (other than the Defense Attaché System)*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (Note 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA		
Tirana	24	12
ALGERIA <i>effective 7 December 2004</i>	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY		
Diego Garcia	NA	12
BULGARIA		
Sofia	24	12
BURKINA FASO	24	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA		
Zagreb	24	12
CUBA		
Guantanamo Bay (Note 2)	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC		
Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA		
Tallinn	24	24
FRANCE	36	24
GEORGIA		
Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA		
Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SARDINIA (See ITALY)		
SAUDI ARABIA	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA		
Bratislava	36	24
SLOVENIA		
Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN		
Stockholm	36	24
TAJKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE		
Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (Note 3)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See Macedonia)		

NOTES:

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawai'i are outlined in DoDI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by Commander U.S. Forces Korea. Those personnel not eligible to serve accompanied-by-dependents tours are serving unaccompanied tours. (Command-sponsored dependents of service members assigned to Suwon are required to reside at Osan AB.)

***TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for members of NOAA only*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAI'I	36	36
SWITZERLAND	36	36